



Bureau for Private Postsecondary Education
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CATALOG MINIMUM REQUIREMENTS

Name of Institution:			
Street Address:			
City:	Zip:	Institution Code:	School Code:

Pursuant to the California Private Postsecondary Education Act of 2009 (Ed. Code) and Title 5, Division 7.5 of the California Code of Regulations (5 CCR), an institution shall be in compliance with the catalog minimum requirements. The minimum requirements listed in the table below summarize relevant sections of the Ed. Code and 5 CCR, or requests specific documentation in regards to the Ed. Code and 5 CCR. Attached for your reference and convenience is the full text of those laws.

Instructions: For each numbered item listed in the table below:

1. Under “**Catalog Page No.**” write the page number(s) where the minimum requirement can be found in the catalog. If the minimum requirement is not applicable to your institution, write “N/A.” If the “**Catalog Page No.**” box is “X” out, a catalog page number is not required.
2. In your institution’s catalog, indicate where each numbered minimum requirement is located, by writing and circling the corresponding “**Item No.**” on the applicable catalog page;
3. Item No. 1 is for your information and does not require a response;
4. For item Nos. 2 and 24, please submit the requested documentation; and
5. Complete and sign the declaration at the end of this document.

Return this completed document, catalog with notations, and the requested documentation to the Bureau for Private Postsecondary Education (Bureau) no later than ____/____/____.

Item No.	Catalog Minimum Requirements (§ references the section of the Ed. Code and 5 CCR)	Catalog Page No.
1.	Any information required by the Ed. Code to be included in the catalog shall be printed in at least the same size font as the majority of the text in that document. (Ed. Code §94908)	
2.	Please provide your institution’s policy relative to providing a prospective student, either in writing or electronically, with a school catalog. (Ed. Code §94909(a))	
3.	The catalog shall contain the name, address, telephone number, and, if applicable, internet web site address of the institution. (Ed. Code §94909(a)(1))	Page #
4.	The catalog shall contain, except as specified in §94802, a statement that the institution is a private institution and that it is approved to operate by the bureau. (Ed. Code §94909(a)(2))	Page #
5.	The catalog shall contain specific required language that directs students to the Bureau for unanswered questions. See attached full text of the law for required statement. (Ed. Code §94909(a)(3)(A))	Page #

6.	The catalog shall contain specific required language that encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement. See attached full text of the law for required statement. (Ed. Code §94909(a)(3)(B))	Page #
7.	The catalog shall contain specific required language that refers individuals wishing to file a complaint about the institution to the Bureau. See attached full text of the law for required statement. (Ed. Code §94909(a)(3)(C))	Page #
8.	The catalog shall contain the address or addresses where class sessions will be held. (Ed. Code §94909(a)(4))	Page #
9.	The catalog shall contain a description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion. (Ed. Code §94909(a)(5))	Page #
10.	The catalog shall contain a notice and a list of the requirements for eligibility for licensure, if the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state. (Ed. Code §94909(a)(6))	Page #
11.	The catalog shall contain information regarding the faculty and their qualifications. (Ed. Code §94909(a)(7))	Page #
12.	The catalog shall contain admission policies, including the policies regarding acceptance of credits earned at other institutions or through challenge examinations and achievement tests, requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact. (Ed. Code §94909(a)(8)(A)), (5 CCR §71770(b)) and (5 CCR §71770(b)(1) through (3))	Page #
13.	The catalog shall contain cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. (Ed. Code §94909(a)(8)(B))	Page #
14.	The catalog shall contain probation and dismissal policies. (Ed. Code §94909(a)(8)(C))	Page #
15.	The catalog shall contain attendance policies. (Ed. Code §94909(a)(8)(D))	Page #
16.	The catalog shall contain leave-of-absence policies. (Ed. Code §94909(a)(8)(E))	Page #
17.	The catalog shall contain the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program. (Ed. Code §94909(a)(9))	Page #
18.	The catalog shall contain a statement reporting whether the institution participates in federal and state financial aid programs, and, if so, all consumer information that is required to be disclosed to the student pursuant to federal and state financial aid programs. (Ed. Code §94909(a)(10))	Page #
19.	The catalog shall contain a statement specifying that, if a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the	Page #

	(C) if no assistance is provided to find housing, a clear and conspicuous statement so indicating; (14) Policies on student rights, including the procedure for addressing student grievances; and (15) Policies on the retention of student records. (5 CCR §71810(b)(1) through (15)) <i>*Refer to (5 CCR §71770(c)(1) through (3), (6), (7)(a)-(e))</i>	#_____ #_____ #_____
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To the best of my knowledge, I declare that the information submitted is true and correct.

Signature

Date

Printed Name and Title